Retention and Classification Report

Agency: Weber County (Utah). County Clerk (1300)

Weber Center
2380 Washington Blvd. #320
Ogden, UT 84401
801-399-8481

Records Officer: _____

80213	Chronic disease hospital bids file
21014	Claim register
80215	Election canvasses
30382	Election returns
84260	Marriage license applications
06118	Marriage licenses
80214	Nominations and nomination petitions lists
80219	Notary public card file
80216	Oaths of office and official bonds
06744	Official general election results canvass
06731	Official primary election results canvass
30562	Petition packets
28887	Voter registration records
12554	Water districts water allotments

AGENCY: Weber County (Utah). County Clerk

SERIES: 80213 3
TITLE: Chronic disease hospital bids file
DATES: 1959-
ARRANGEMENT: None
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

this file contains proposed bids for interior improvements to the Weber County Chronic Disease Hospital. The file contains name of the company making the bid, date, related correspondence, proposal form, the actual proposal, description of bid, bid bond and proposal bond. It is not known whether this was accepted by the county commission.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This files contain outdated and obsolete information. It no longer has any administrative value and should be destroyed.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 21014 1
TITLE: Claim register
DATES: undated
ARRANGEMENT: Numerical by claim number.
DESCRIPTION:

This volume lists claims. It includes claim number, claimant name, nature of claim, when filed, amount of claim, fund, when allowed, amount allowed, and warrant number.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need ends and then transfer to State Archives.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 80215 3
TITLE: Election canvasses
DATES: 1940-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are large charts recording the number of votes candidates received in the general election by election district. They contain the year, date, office, name of candidate, district number, vote tallies by district and grand totals.

RETENTION:

Retain permanently

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Election canvasses, GRS-284.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative need is met and then transfer to State Archives.

APPRAISAL:

These records have administrative, and/or historical value(s).

These records had administrative value in determining winners in local elections. That purpose has since passed, but they retain their historical value. These canvasses are important in documenting political life in Weber County particularly numbers of votes received by candidates.

AGENCY: Weber County (Utah). County Clerk

SERIES: 80215
TITLE: Election canvasses

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 30382 3
TITLE: Election returns
DATES: 2020-
ARRANGEMENT: Chronological by election year
DESCRIPTION:

These records are election returns, and include ballot envelopes, ballots, tabs, and other related materials from each Weber County election precinct.

RETENTION:

Retain for 22 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule County election ballots and returns, GRS-262.

AUTHORIZED: 09-30-2019

FORMAT MANAGEMENT:

Paper: Retain in Office until administrative value has been met and then transfer to State Records Center. Retain in State Records Center for 22 months and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).

PRIMARY DESIGNATION:

Protected Utah Code 20A-4-202 (2022)

AGENCY: Weber County (Utah). County Clerk

SERIES: 84260 4
TITLE: Marriage license applications
DATES: i 1888-
ARRANGEMENT: Numerical by application number.
DESCRIPTION:

The county clerk registers each couple through an application process to prove their identity and record other information which permits the couple to receive their license to be legally married. The information includes: application number; names and addresses of couple; color or race; marital status; places and dates of birth; occupation of applicants; names, birthplaces, and nationalities of fathers; maiden names, birthplaces, and nationalities of mothers; statements that applicants are free from venereal disease or chronic epilepsy; maiden name of female (if previously married); signatures of applicants; consent of parent or guardian if either applicant is a minor; signatures of witnesses and county clerk; and date application was filed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Microfilm master: Retain in State Archives permanently.

Paper: Retain in Office permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting the marriages that take place in Weber County.

AGENCY: Weber County (Utah). County Clerk

SERIES: 84260
TITLE: Marriage license applications

(continued)

PRIMARY DESIGNATION:

Exempt UCA 26-2-22 (2008) Information on the application (v. license) is private.

AGENCY: Weber County (Utah). County Clerk

SERIES: 6118 4
TITLE: Marriage licenses
DATES: i 1887-
ARRANGEMENT: Numerical by license number.
DESCRIPTION:

This series contains copies of the marriage licenses granted in Weber County. The information includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Vital records, GRS-285.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

Paper: For records beginning in 1888 and continuing to the present. Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting the marriages of the citizens of Utah.

AGENCY: Weber County (Utah). County Clerk

SERIES: 6118
TITLE: Marriage licenses

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 80214 3
TITLE: Nominations and nomination petitions lists
DATES: 1936-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These lists record nominations of individuals for elected offices within Weber County and signed petitions for these offices. These lists contain the name, office, lists of signatures, date, amount of fees, payments made, lists of nominations and offices.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives.

APPRAISAL:

These records have administrative, and/or historical value(s).

these petitions and lists have historical value documenting politics in Weber County. They provide name of persons having filed for office in Weber County and names of individuals signing their petitions.

AGENCY: Weber County (Utah). County Clerk

SERIES: 80214
TITLE: Nominations and nomination petitions lists

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 80219 3
TITLE: Notary public card file
DATES: 1950-
ARRANGEMENT: Alphabetical by name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

this card file records the names of notaries public residing in Weber County. These cards contain the name of notary, date issued and date expired.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after expiration of the notary bond and then destroy.

APPRAISAL:

These records have administrative value(s).

this retention is based upon the administrative needs expressed by the clerk's office. It is understood that they have never had to refer to this file.

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 80216 3
TITLE: Oaths of office and official bonds
DATES: 1950-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These files document the actual oaths taken by all elected officials in Weber County and their fidelity bonds. They contain the year, position, name, office, amount of bond, date oath taken, name and of person taking oath.

RETENTION:

Permanent. Retain for 6 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years after expiration of term and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

These oaths and bonds have both administrative and historical value. They document the oaths taken by Weber County Officials. This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions.

AGENCY: Weber County (Utah). County Clerk

SERIES: 80216
TITLE: Oaths of office and official bonds

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 6744 3
TITLE: Official general election results canvass
DATES: 1974-
ARRANGEMENT: Chronological.
DESCRIPTION:

These are the official canvass of primary, general, or special elections which provde a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, votes tallied by district, and totals.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Election canvasses, GRS-284.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting voter turnout and election results in Weber County.

AGENCY: Weber County (Utah). County Clerk

SERIES: 6744
TITLE: Official general election results canvass

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 6731 3
TITLE: Official primary election results canvass
DATES: 1976-
ARRANGEMENT: Chronological.
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These are the official canvass of primary, general, or special elections which provde a tabulation of votes cast by combined election districts. They include the date, office, names of candidates, votes tallied by district, and totals.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Election canvasses, GRS-284.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 20 years and then transfer to State Records Center. Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting voting results in Weber County.

AGENCY: Weber County (Utah). County Clerk

SERIES: 6731
TITLE: Official primary election results canvass

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Weber County (Utah). County Clerk

SERIES: 30562 3
TITLE: Petition packets
DATES: 2017-
ARRANGEMENT: Chronological
DESCRIPTION:

These records are formal petitions submitted to the Weber County Clerk's office by members of the public proposing actions to be taken by the legislative body. The petitions can then be submitted to legal voters in general or special election. Information in the records may include statement of purpose, proposed action, signatures and addresses of petitioners, and designated sponsors, actions taken by the legislative body and related records.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Submitted petition records, GRS-1730.

AUTHORIZED: 04-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This retention is based upon the historical nature of these documents. Records reflects the concerns of residents to existing problems. Though these issues were frequently discussed in commission members and are mentioned in the minutes of these meetings, the actual petitions indicate the names of persons supporting the call for changes.

AGENCY: Weber County (Utah). County Clerk

SERIES: 30562
TITLE: Petition packets

(continued)

PRIMARY DESIGNATION:

Public Utah Code 63G-2-201(2)(2023).

AGENCY: Weber County (Utah). County Clerk

SERIES: 28887 3
TITLE: Voter registration records
DATES: 1852-
ARRANGEMENT: Chronologically by time period, thereunder alphabetical by voter surname.
DESCRIPTION:

These records support the agency's function to oversee voter registration activities and to retain a list of registered voters (Utah Code Section 20A-2-104(2)(a)(2015)). Records verify a subject's eligibility to vote by establishing citizenship, age, identity, residency, and authentic signature. Information about the registrant's political affiliation may also be included.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Voter registration records, GRS-288.

AUTHORIZED: 04-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until end of calendar year and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have historical value(s).

These records are of historical interest as they document citizens' rights to participate in open elections.

AGENCY: Weber County (Utah). County Clerk

SERIES: 28887
TITLE: Voter registration records

(continued)

PRIMARY DESIGNATION:

Public — Utah Code Section 63G-2-301(2)(l)(2014)

SECONDARY DESIGNATION(S):

Private. — Utah Code Section 63G-2-302(1)(j) and -302(k)(2016)
Exempt. — Utah Code Section 20A-2-104(4)(c)(2015)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2017.

AGENCY: Weber County (Utah). County Clerk

SERIES: 12554 4
TITLE: Water districts water allotments
DATES: 1968-
ARRANGEMENT: Chronological, thereunder numerical by section, township, and range numbers
DESCRIPTION:

Books submitted annually by water districts within Weber County to the county clerk in accordance with UCA 17A-2-711 (1993) showing all revision made to the previous year's water allotments. Include: conservation district name; section, township and range; tract number; owner's name; tract legal description; board of director's original allotment including the acreage in district under canal and allotted water, duty acre fee per acre and total acre feet required; the revised allotment including acreage for allotted water under canal, duty per acre feet; totals, and any comments.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1993

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the office. The official copy is retained by the special district.

AGENCY: Weber County (Utah). County Clerk

SERIES: 12554
TITLE: Water districts water allotments

(continued)

PRIMARY DESIGNATION:

Public